



To: Dr. Charles Johns
Board of Education

From: Dr. Kimberly Ptak

Date: January 10, 2022

Re: Approval of Revolving Fund Reimbursement

Recommendation

It is recommended that the Board of Education approve the reimbursement of the revolving fund in the amount of \$1,466.80.

Background

Board Policy 4080 established a revolving (imprest) fund for the purpose of allowing immediate payment for items which require prompt attention. Items paid using the revolving fund are processed and disbursed as needed. The revolving fund is subsequently reimbursed the total amount of expenditures paid on a monthly basis. The check registers attached indicate the expenditures that have been reviewed and processed using the revolving fund by the Business Services department in the form of paper checks and automated clearing house (ACH) electronic transactions.

A summary of the accounts payable bills included for approval is as follows:

Month(s): January 2022		
Fund	Fund Description	Amount
10	Educational	\$941.80
20	Operations and Maintenance	\$0.00
30	Debt Service	\$525.00
40	Transportation	\$0.00
50	Municipal Retirement/Social Security	\$0.00
60	Capital Projects	\$0.00
70	Working Cash	\$0.00
90	Fire Prevention & Life Safety	\$0.00
95	Glenbrook Aquatics	\$0.00
96	Community Programs	\$0.00
99	Student Activities *	\$0.00
Total		\$1,466.80

* Student Activities payments are included within the attached check registers, but represent student-funded transactions separate from district-funded transactions.

**NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT NO. 225
REIMBURSEMENT OF REVOLVING FUND**

WHEREAS, Illinois School Code (105 ILCS 5/10-20.19) permits a school board to establish revolving funds to meet various minor and routine immediate expenses between meetings of the school board, provided such funds are in the possession of an appropriately bonded employee and subject to regular annual audit by licensed public accountants and other such examinations as the school board shall deem advisable and kept in accordance with rules of the Illinois State Board of Education; and

WHEREAS, pursuant to Board Policy 4080, this Board has established such a Revolving Fund under the control of the Assistant Superintendent for Business Services / CSBO, who is properly bonded; and

WHEREAS, pursuant to Board Policy 4080, all expenditures from the Revolving Fund shall be chargeable to a specific budgetary item and a monthly report and annual summary of all receipts and expenditures shall be submitted to the Board; and

WHEREAS, pursuant to Board Policy 4080, this Board is to make a monthly reimbursement to the Revolving Fund equal to the total expenditures of the previous month; and

WHEREAS, the Board has reviewed the monthly report of receipts and expenditures of the Revolving Fund and the recommended budgetary item attribution from the Assistant Superintendent for Business Services / CSBO;

NOW, THEREFORE Be it Resolved by the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois, as follows:

Section 1: The Board approves the monthly Revolving Fund report as presented and attached hereto.

Section 2: General revenues of the District in the amount of \$1,466.80 shall be deposited into the Revolving Fund of the District as reimbursement for the previous month's expenditures.

Section 3: This Resolution shall be in full force and effect upon its adoption.

Upon motion by Member _____ to adopt the above Board Order, seconded by Member _____, a roll call vote was taken, and the Members voted as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

The President declared the Motion duly carried this 10th day of January, 2022.

BOARD OF EDUCATION OF NORTHFIELD
TOWNSHIP HIGH SCHOOL DISTRICT NO. 225,
COOK COUNTY, ILLINOIS

By: _____
Bruce Doughty
President, Board of Education

ATTEST:

Rosanne Williamson
Secretary, Board of Education

AP Check Register

AP Run: AP-R-12/09/2021 — Post Date: 2021-12-09 — AP Run Type: R Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Invoice Date	Invoice Amount	Account	Check Amount
12/09/2021	32517	Check	Reese, Max	12/09/2021	19.00		19.00
Invoice Number	Description						Amount
12092021	Employee Reimbursement - Fee Incurred for 11/15/2021 Returned Payroll Check				19.00	10 E 100 2520 3171 10 002520	19.00

Administrator / Fiscal Services

Total: \$19.00

AP-R-12/09/2021 Summary

Type	Count	Amount
Regular	1	19.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$19.00

AP Check Register

AP Run: AP-R-12/13/2021 — Post Date: 2021-12-13 — AP Run Type: R Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Invoice Date	Invoice Amount	Account	Check Amount
12/13/2021	32518	Check	Dowdle, Carey				106.00
Invoice Number	Description						Amount
11222021	Athletic Official for 11/22/2021 Lower Level, 2 Games, 2 or More Officials Basketball (Boys) at GBN			11/22/2021	53.00	10 E 200 1510 3105 20 005215 Glenbrook North High School / Boys Basketball	53.00
11242021	Athletic Official for 11/24/2021 Lower Level, 2 Games, 2 or More Officials Basketball (Boys) at GBN			11/24/2021	53.00	10 E 200 1510 3105 20 005215 Glenbrook North High School / Boys Basketball	53.00

Total: **\$106.00**

AP-R-12/13/2021 Summary

Type	Count	Amount
Regular	1	106.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$106.00

AP Check Register

AP Run: AP-R-12/14/2021 — Post Date: 2021-12-14 — AP Run Type: R Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Invoice Date	Invoice Amount	Account	Check Amount
12/14/2021	32520	Check	Zalatoris, Jennifer R	10/15/2021	251.10		251.10
Invoice Number	Description						Amount
10152021	Employee Reimbursement - Tolls & Mileage To/From GBA for Skyward Open Enrollment Meeting 10/15/21					10 E 100 2510 3323 10 002510	251.10
						Administraton / Business Services	

Total: \$251.10

AP-R-12/14/2021 Summary

Type	Count	Amount
Regular	1	251.10
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$251.10

AP Check Register

AP Run: AP-R-12/14/2021b --- Post Date: 2021-12-14 --- AP Run Type: R Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Invoice Date	Invoice Amount	Account	Check Amount
12/14/2021	32519	Check	Gravel, Raoul J, III	10/18/2021	243.44		565.70
Reimbursement			Employee Reimbursement - GESSA Negotiations Hospitality 10/18/21 & 11/30/21			10 E 100 2510 4900 10 002510 <i>Administraton / Business Services</i>	243.44
Reimbursement			Employee Reimbursement - Lodging & Hospitality for Triple I Joint Annual Conference 11/19/21 - 11/21/21	11/21/2021	322.26	10 E 100 2510 3320 10 002510 <i>Administraton / Business Services</i>	322.26
Total:							\$565.70

AP-R-12/14/2021b Summary

Type	Count	Amount
Regular	1	565.70
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$565.70

AP Check Register

AP Run: AP-R-12/17/2021 — Post Date: 2021-12-17 — AP Run Type: R Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Invoice Date	Invoice Amount	Account	Check Amount
12/17/2021	32521	Check	Amalgamated Bank of Chicago	09/01/2021	475.00		475.00
Invoice Number	Description						Amount
1857317000	Registrar & Paying Agent Fees: General Obligation Refunding School Bonds - Series 2020 - 9/1/21 - 8/31/22					39 E 100 5400 3171 10 002530 Administraton / Debt Service	475.00
12/17/2021	32522	Check	Amalgamated Bank of Chicago				50.00
Invoice Number	Description			Invoice Date	Invoice Amount	Account	Amount
1853666006CT	Registrar & Paying Agent Fees: Township HS Dist 225 - Series 2002B - 1/1/21 - 6/30/21			07/01/2021	50.00	33 E 100 5400 3171 10 002530 Administraton / Debt Service	50.00
Total:							\$525.00

AP-R-12/17/2021 Summary

Type	Count	Amount
Regular	2	525.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	2	\$525.00

AP Check Register

Summary by Fund

Glenbrook High School District 225

Fund	Total
10 - Education Fund	941.80
33 - Debt Service 2002B General Ob	50.00
39 - Debt Service 2020 Refunding	475.00
	\$1,466.80